

**ENGINEERING AND RELATED SERVICES  
OCTOBER 29, 2013**

**CONTRACT NO. 4400004485  
STATE PROJECT NO. H.009320  
F.A.P. NO. H009320  
ACADIAN ROAD ROUNDABOUT  
ROUTE LA 20 (CANAL BOULEVARD) AND LOCAL  
ROUTES (BACK STREET, JACKSON STREET,  
THOMPSON PLACE)  
LAFOURCHE PARISH**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on DOTD Form 24-102 (24-102), “Professional Engineering and Related Services”, revised November 2011, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of submittal.** One Prime-Consultant/Sub-Consultant(s) will be selected for this Contract.

**Project Manager – Ms. Anna Hanks**

All inquiries concerning this advertisement should be sent in writing to Alan.Dale@LA.gov.

**PROJECT DESCRIPTION**

This is an Urban System project. The Contract shall be between the Consultant and the City of Thibodaux, hereinafter referred to as the “Entity”.

The selected Consultant will perform Engineering and Related Services to design a traditional shaped dual lane roundabout at the intersection of LA 20 (Canal Boulevard) and Jackson Street in Thibodaux, LA. The proposed roundabout will create a five-legged intersection branching LA 20 (Canal Boulevard) into Canal Boulevard and Jackson Street, and also connecting Back Street and Thompson Place at the east and west approaches. The design of the project will be in conformance with EDSM VI.1.1.6 along with recommendations from the Roundabout Study and Approval from the DOTD Traffic Engineering Management Section, including crosswalks and pedestrian facilities. A portion of this project is on the State Highway System, in District 02.

## **SCOPE OF SERVICES**

The services to be rendered for this Project shall consist of the following Stages and Parts:

### **Stage 3: Design**

#### **Part I: Surveying Services**

- (a) Topographic Survey
- (b) Title Work
- (c) Property Survey
- (d) Title Updates
- (e) Right-of-Way (R/W) Maps
- (f) Title Take-Off

#### **Part III: Preliminary Plans**

#### **Part IV: Final Plans**

### **Stage 5: Construction Engineering Service**

#### **Part I: Construction Support (as required)**

The services to be performed under this contract are more specifically described as follows:

### **Stage 3: Design**

#### **Part I: Surveying Services**

- (a) Topographic Survey

This project is located in Lafourche Parish in Thibodaux, Louisiana. The project is a proposed roundabout located at the intersection of Louisiana Highway 20 (Canal Blvd.), Jackson Street, Thompson Place, and Back Street. A Topographic Survey will be required along a portion of the Existing Routes of Louisiana Highway 20 (Canal Blvd.), Jackson Street, Thompson Place, and Back Street and the proposed location of the roundabout. A complete Topographic survey including all utilities with depths and all drainage is required. Along with Finish floor elevations of all buildings that fall in the survey limits. This project shall be completed in accordance with the Location and Survey Manual and all current accepted Location and Survey Automation procedures.

The survey will begin at the Intersection of Louisiana Highway 20 (Canal Blvd.), Jackson Street, Thompson Place, and Back Street. (This intersection will be referred to as the Point of Beginning in this scope) From this Point of Beginning the survey will proceed in a northeasterly direction along La Highway 20 for approximately 750 feet. The width of the Survey and DTM in this portion will be 150 feet East and West of the Existing Alignment of Louisiana Highway 20. From the above Point of Beginning the survey will proceed in a northwesterly direction along Jackson Street for approximately 750 feet. The width of the Survey and DTM in this portion will be 150 feet East and West of the Existing Alignment of Jackson Street. From the above Point of Beginning the survey will proceed in a westerly direction along Thompson Place for approximately 750 feet. The width of the Survey and DTM in this portion will be 150 feet North and South of the

Existing Alignment of Thompson Place. From above Point of Beginning the survey will proceed in a southerly direction along La Highway 20 for approximately 750 feet. The width of the Survey and DTM in this portion will be 150 feet East and West of the Existing Alignment of Louisiana Highway 20. From above Point of Beginning the survey will proceed in an easterly direction along Back Street for approximately 750 feet. The width of the Survey and DTM in this portion will be 150 feet North and South of the Existing Alignment of Back Street.

Any side or major intersecting roads that the above description intersects shall also be included with the survey limits. (Refer to the survey request form)

An existing drainage map will be required. Please refer to the Location and Survey Manual for detailed instructions of what is required for the drainage map.

Permission of land owners shall be acquired by the consultant before entering any property associated with this description.

The project alignments shall be established using the existing centerline of roads.

All work to be done in the English units of measurement.

### Part III: Preliminary Plans

The Consultant shall provide full-size preliminary roadway plans in English units of measurement and corresponding required documents for the project, including, but not limited to the following:

- Title Sheet and Layout Map
- Typical Section and Detail Sheets
- Summary of Estimated Quantities Sheets
- Plan-Profile Sheets (1"=20' Plan-Profile Sheets with subsurface drainage and/or open ditch drainage as required)
- Reference Points and Bench Mark Elevations Sheets
- Existing and Design Drainage Map Sheets
- Summary of Drainage Structures Sheets
- Geometric Layout Sheets
- Pavement Marking Layout Sheets
- Suggested Sequence of Construction and Construction Signing Sheets
- Subgrade Soil Survey Sheets
- Cross Section Sheets
- Note: AutoTURN runs completing all turns for a WB-67 shall be included in the submitted design documents (not included in the plan set).
- Cost Estimate
- Any required checklist or form, including, but not limited to the following:
  - a. Plan-in-Hand Checklist
  - b. Plan Constructability/Biddability Review

c. Road Design 100% Preliminary Plans QA/QC

Following review of the preliminary plans and required documents, the consultant shall incorporate the comments accordingly.

### **ELECTRONIC DELIVERABLES**

The Consultant hereby agrees to produce electronic deliverables in conformance with the DOTD Software and Deliverable Standards for Electronic Plans document. The Consultant is also responsible for ensuring that Sub-Consultants submit their electronic deliverables in conformance with the same standards. The DOTD Software and Deliverable Standards for Electronic Plans document and DOTD CAD Standards Downloads are available via links on the DOTD web site.

The Consultant shall apply patches to CAD Standard Resources and install incremental updates of software as needed or required. The Consultant hereby agrees to install major updates to software versions and CAD Standard Resources in a timely manner. Major updates of CAD standards and software versions shall be applied per directive or approval of the DOTD Design Automation Manager. Such updates will not have a significant impact on the plan development time or project delivery date, nor will they require the Consultant to purchase additional software. Prior to proceeding with plan development, the Consultant shall contact the Project Manager for any special instructions regarding project-specific requirements.

In the event that any electronic standard conflicts with written documentation, including DOTD plan-development Manuals, the electronic standard typically governs. The Consultant is responsible for contacting the Project Manager should questions arise.

The Consultant shall upload (or check in) electronic deliverables directly into the DOTD ProjectWise repository at each plan delivery milestone. Consultants are responsible for performing certain operations at each milestone including, but not limited to, the following:

- Upload (or check in) CAD plan deliverables to the discipline “Plans” folder
- Apply and maintain indexing attributes to CAD plans (and other deliverables as needed)
- Publish PDF format plan submittals in ProjectWise using automated publishing tools
- Digitally sign PDF format plan submittals in ProjectWise according to DOTD standards and procedures (Final Plans, Revisions and Change Orders). Signatures shall be applied in signature blocks provided with electronic seals and Title Sheets.

Additionally, after reviewing deliverables for each submittal milestone, the Project Manager shall notify the Consultant regarding the availability of two automatically-generated informational reports in ProjectWise. These reports document the completion

status and other information regarding indexing attributes and CAD standards. Consultants shall take these reports into account and make any necessary adjustments to plans before the next submittal milestone; or sooner, if directed by the Project Manager.

### **QUALITY CONTROL/QUALITY ASSURANCE**

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program or adopt DOTD's program; in order to provide a mechanism by which all construction plans can be subject to a systematic and consistent review. Consultants must ensure quality and adhere to established design policies, procedures, standards and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant. The Consultant's plans shall meet or exceed DOTD's Construction Plans Quality Control / Quality Assurance Manual and EDSM No. Volume I. 1.1.24 on Plan Quality. The Consultant shall transmit plans with a DOTD Quality Control/Quality Assurance Checklist, Documentation Manual for Project Delivery, and a certification that the plans meet the DOTD's quality standards.

### **ITEMS TO BE PROVIDED BY THE DOTD**

- Roundabout study and approval
- Environmental Clearance and any required environmental permits
- Acquisition of Right-of-Way
- Utility Relocation Agreements for LA 20
- Special Details and Standard Plans (through ProjectWise)
- Traffic Assignment, including projections and 13 FHWA vehicle type classifications as specified by the 1993 AASHTO Guide for Design of Pavement Structures, for LA 20
- As-built plans for LA 20
- Subgrade Soil Survey for LA 20
- Pavement design

### **ITEMS TO BE PROVIDED BY THE ENTITY**

- Utility Relocation Agreements for Back Street, Jackson Street, and Thompson Place; Utility Certification Letter
- Traffic Assignment, including projections and 13 FHWA vehicle type classifications as specified by the 1993 AASHTO Guide for Design of Pavement Structures, for Back Street, Jackson Street, and Thompson Place
- As-built plans for Back Street, Jackson Street, and Thompson Place (if required)
- Subgrade Soil Survey for Back Street, Jackson Street, and Thompson Place
- Other permits (if required)

## ADDITIONAL SERVICES

The scope of services, compensation and contract time for future engineering services may be established by Supplemental Agreement(s) for the following:

### Stage 3: Design

Part I: Surveying Services

(b) Title Work

(c) Property Survey

(d) Title Updates

(e) Right-of-Way (R/W) Maps

(f) Title Take-Off

Part IV: Final Plans

### Stage 5: Construction Engineering Service

Part I: Construction Support (as required)

All additional sub-consultants required to perform these services are subject to approval as per RS 48:290.D prior to execution of the supplemental agreement.

## CONTRACT TIME

The overall contract time to complete this project is estimated to be **705 calendar days**. The Consultant will proceed with the services upon issuance of the Notice to Proceed from the **Entity**.

The delivery schedule is as follows, however may be changed by the DOTD Project Manager:

Stage 3: Part I (a) – Topographic Survey, shall be completed within **285** calendar days, from the Notice to Proceed.

Stage 3: Part III – Preliminary Plans, shall be completed within **465** calendar days, including DOTD review, from the Notice to Proceed.

## COMPENSATION

The total compensation to the Consultant for all services rendered in connection with this Contract is estimated to be a non-negotiated lump sum of **\$571,000**.

The compensation to the Consultant for Stage 3, Parts I (a) & III is a lump sum of **\$339,772**, which is subdivided as follows:

Stage 3: Part I (a) – Topographic Survey	\$174,857
Stage 3: Part III – Preliminary Plans	\$164,915

## **REFERENCES**

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Roadway Design Procedures and Details
4. DOTD Design Guidelines
5. DOTD Hydraulics Manual
6. DOTD Standard Specifications for Roads and Bridges
7. Manual of Uniform Traffic Control Devices
8. DOTD Traffic Signal Design Manual
9. National Environmental Policy Act (NEPA)
10. National Electric Safety Code (NESC)
11. National Electric Code (NFPA 70)
12. DOTD Environmental Impact Procedures (Vols. I-III)
13. A Policy on Geometric Design of Highways and Streets (AASHTO)
14. DOTD Construction Contract Administration Manual
15. DOTD Materials Sampling Manual
16. DOTD Bridge Design Manual
17. Consultant Contract Services Manual
18. Geotechnical Engineering Services Document
19. Bridge Inspectors Reference Manual/90
20. DOTD Stage 1 Planning/Environmental Manual of Standard Practice
21. Code of Federal Regulations 29 CFR 1926 (OSHA)

Follow link below for the individual reference links:

<http://webmail.dotd.louisiana.gov/ContWEB.nsf/b88769326453bef886256fe00047183a/18fc2860512aba5886257a62006133b8?OpenDocument>

## **MINIMUM PERSONNEL REQUIREMENTS**

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. At least one Principal of the Prime-Consultant must be a Professional Engineer registered in the State of Louisiana.
2. At least one Principal or other Responsible Member of the Prime-Consultant must be a Professional Civil Engineer, registered in the state of Louisiana, with a minimum of five years' experience in the preparation of roadway plans.
3. Local Public Agency Qualification of Prime-Consultant is preferable.
4. In addition to the above requirements, the Prime-Consultant must also

employ on a full time basis or through the use of a Sub-Consultant(s)

- a. A minimum of one Professional Land Surveyor registered in the State of Louisiana, with at least five years' experience in conducting topographic and property surveys, and preparing right-of-way maps for DOTD, and a corresponding support staff.

**Training Certifications/Certifications of Compliance, including for Local Public Agency Qualification Program, must be submitted with and made part of the Consultants DOTD Form 24-102 for all Personnel Requirements listed herein.**

### **EVALUATION CRITERIA**

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant's past performance on similar DOTD projects, weighting factor of 6; \*\*
5. Consultant's current work load with DOTD, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 6;

\*\* The Road Design Urban (RU) performance rating will be used for this project.

### **Complexity Level - Simple**

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used, the Prime Consultant must perform a minimum of 51% of the work for the overall project. Each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

### **Communication Protocol**

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Alan Dale – Ex officio
2. Anna Hanks – Project Manager

3. Brent Waguespack
4. Joshua Harrouch
5. Tiffinee Brown
6. Keith Fournier

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution of the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. Neither the Consultant, nor any other party on behalf of the Consultant, shall contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

**By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.**

### **CONTRACT REQUIREMENTS**

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

**INSURANCE** - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. The Prime-Consultant may require the Sub-Consultant(s) to carry professional liability insurance. This insurance will be written

on a “claims-made” basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

**AUDIT** - The selected Consultant/Team will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant/Team will maintain an approved Project Cost System, and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who failed to meet all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website ([www.dotd.louisiana.gov](http://www.dotd.louisiana.gov)), will not be considered for this project.

### **SUBMITTAL REQUIREMENTS**

One original (**stamped original**) and **five** copies of the DOTD Form 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the 24-102, or providing inaccurate information on the 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant’s 24-102 must be firmly bound to the Consultant’s 24-102. In Section 8, the Consultant’s 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The DOTD Form 24-102 will be identified with **Contract No. 4400004485, (State Project No. H.009320)**, and will be submitted **prior to 3:00 p.m. CST on Friday, November 15, 2013**, by hand delivery or mail, addressed to:

Department of Transportation and Development  
Attn.: Mr. Alan Dale, P.E.  
Consultant Contracts Services Administrator  
1201 Capitol Access Road, **Room 405-T**  
Baton Rouge, LA 70802-4438 or  
Telephone: (225) 379-1401

### **REVISIONS TO THE RFQ**

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD, and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.